

**FIRST CITY COMPLEX  
EMERGENCY PROCEDURES  
EMPLOYEES**

**EMERGENCY ALERT NUMBER  
564-5028**

**FIRE**

If a fire has been discovered, please alert others in the immediate area.

If more than one person is in the area:

- One must call **EMERGENCY ALERT NUMBER 564-5028** to report the situation and remain on the phone if requested.
- If you are alone, you must decide which to do first depending upon the Situation, or the extent of the fire. If the fire is small or confined and you are trained, you may attempt to extinguish the fire with a fire extinguisher.
- If you extinguish the fire on your own or with others, you must call **EMERGENCY NUMBER 564-5028** so the fire can be reported to the Frankfort Fire Department.

**BUILDING EVACUATION**

When the building alarm sounds, be prepared to evacuate the building as instructed by the management. If instructed to leave the building, proceed to the safe assembly area and keep a minimum of 300 feet away from the building. (See map for safe assembly area) Do not return to the building until you are given the **ALL CLEAR** announcement. **DO NOT** leave the assembly area unless you are authorized to do so. Be alert for emergency vehicles.

**MEDICAL**

If illness or injury occurs in your area:

- Render whatever aid of which you are capable, moving the patient as little as possible.
- Call 9-911 and state the problem, if an ambulance is needed, be as specific as possible about the problem and the location of the person needing assistance. Stay on the phone if requested. Be prepared to meet emergency personnel at your floor.
- Protect the injured or ill person from on-lookers.
- If you have called 9-911, contact **EMERGENCY NUMBER 564-5028** for assistance in directing emergency personnel to your area.

**SEVERE WEATHER**

Call **EMERGENCY ALERT NUMBER 564-5028** if you believe you have information not known to state officials. Report facts as you know them. Stay on the line if requested to do so.

If you receive a tornado warning please seek shelter in the areas of the ground floor designated as the **TORNADO SHELTER AREA**.

## **EARTHQUAKE**

- **Keep calm. Don't run or panic. Remain where you are.**
- **If indoors stay indoors. Seek shelter under sturdy furniture, sit or stand against an inside wall or inside doorway. Stay near the center of the building. Stay away from windows and outside doors.**
- **If outside stay in the open away from buildings and utility wires.**
- **Do not attempt to leave the building unless instructed.**
- **Do not use candles, matches, or other open flames.**
- **If in a moving car, stop, but stay inside.**

## **BOMB or other SECURITY THREATS.**

- **If you receive a threat by telephone, try to obtain the maximum information from the caller. Keep the caller on the line as long as possible. Refer to the bomb threat checklist that accompanies these procedures, which provides the type questions you should ask the caller.**
- **Immediately report the threat to EMERGENCY NUMBER 564-5028 and remain on the line for instructions.**
- **Do not attempt to leave the building or make any decisions concerning the threat without specific instructions from the person at 564-5028.**
- **You may be asked if you notice anything or any object that is unusual or out of place in your area. If you do, do not disturb the item and immediately call 564-5038.**
- **A decision will be made based upon the information provided. If an evacuation is ordered please follow instructions and leave the building to the safe assembly area.**

## QUESTIONS TO ASK----BOMB THREAT

1. When is the threat going to occur? \_\_\_\_\_
2. Where will it happen? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

### CALLERS VOICE (circle)

Calm	disguised	nasal	angry	broken
Stutter	slow	sincere	lisp	rapid
Giggling	deep	crying	squeaky	excited
Stressed	accent	loud	slurred	normal

If voice is familiar ,whom did it sound like? \_\_\_\_\_

Was there any background noises? \_\_\_\_\_

\_\_\_\_\_**REMARKS**\_\_\_\_\_

Person receiving call: \_\_\_\_\_

Telephone number where call received : \_\_\_\_\_

Date: \_\_\_\_\_

Report call immediately to: 3-6806 X O

## **WORKPLACE VIOLENCE**

- **The Commonwealth of Kentucky does not tolerate any actions that threaten its employees. Any such action will be dealt with immediately by management personnel and/or Facilities Security.**
- **This includes verbal and physical harassment, verbal and physical threats and any actions that cause others to feel unsafe in the workplace.**
- **It is the responsibility of all employees and management to report threatening actions whenever they occur to management and to Facilities security at 9-695-6380.**
- **All threatening incidents will be investigated by management and documented in personnel files.**
- **A sample violence documentation form is enclosed for your convenience. If the need occurs please use it.**
- **Call 4-5028 and/or Facilities Security at 9-695-6380 if assistance is needed.**

**Report all other incidents to EMERGENCY NUMBER 4-5028 that are not covered in these procedures.**

**If you have questions please contact the EMERGENCY NUMBER OR Ron Hacker at 564-3000 x 233.**

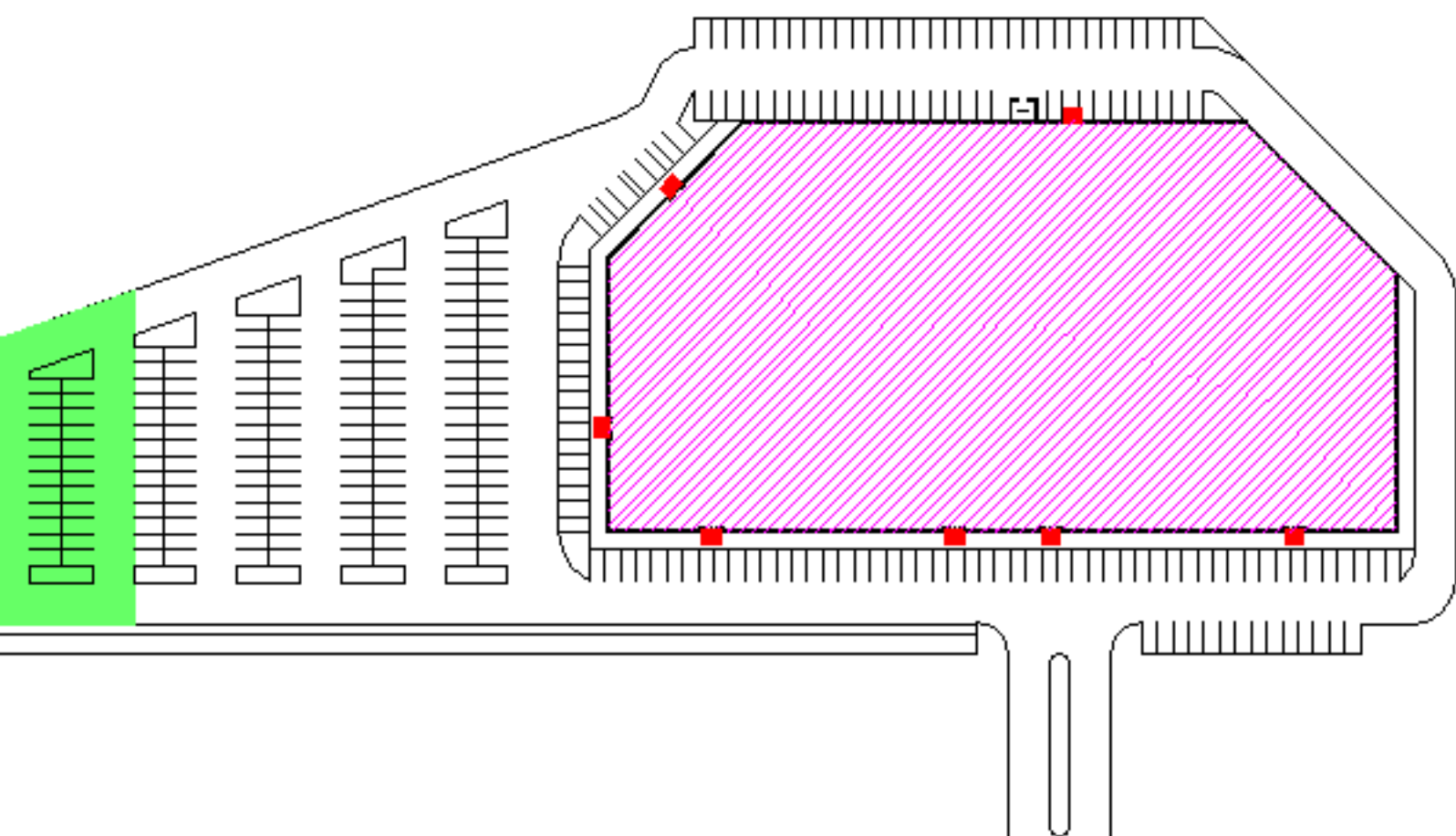
### SAMPLE VIOLENCE DOCUMENTATION FORM

<b>Date/Time of Incident:</b>	<b>Date/Time Reported:</b>
<b>Reported to:</b>	<b>Reported by:</b>
<b>Location:</b>	<b>Type of Incident:</b>
<b>Perpetrator:</b>	<b>Victim:</b>
<b>Witnesses:</b>	
<b>Describe the incident:</b>	
<b>List actions taken in response:</b>	

**Report Prepared by:** \_\_\_\_\_

**Date Prepared:** \_\_\_\_\_

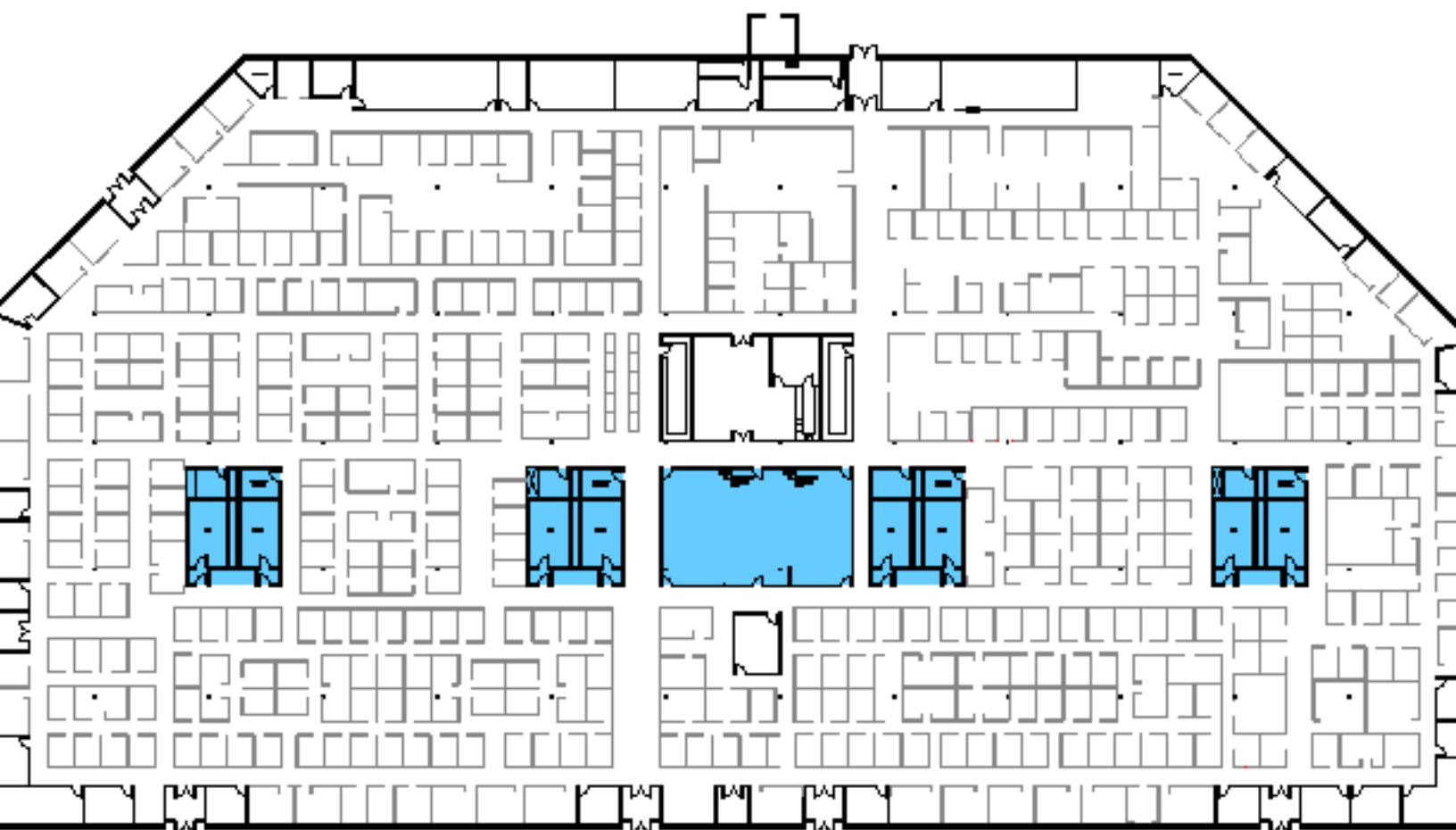
## 1ST CITY COMPLEX



■ EXITS

■ SAFE ASSEMBLY AREAS

# FIRST CITY COMPLEX



**TORNADO SHELTER AREA**

